

C
D432 Zc
1912/13
UNIVERSITY OF ILLINOIS

BULLETIN OF
DE PAUL UNIVERSITY

Series XVI

DECEMBER, 1912

Number 3

ANNOUNCEMENT FOR 1913

COLLEGE OF COMMERCE

UNIVERSITY OF ILLINOIS

AUG 31 1917

Administrative Library

GENERAL INFORMATION
AND OUTLINES OF COURSES



Advisory Board

MOST REV. JAMES EDWARD QUIGLEY, D. D.
Archbishop of Chicago
Chancellor of the University

VERY REV. F. X. McCABE, C. M., LL. D.
President of the University

CHARLES G. DAWES
President, Central Trust Company of Illinois

RICHMOND DEAN
General Manager, Pullman Company

EDWARD E. GORE, C. P. A.
Chairman, Ways and Means Committee,
Chicago Association of Commerce

VERY REV. FRANCIS C. KELLEY, D. D., LL. D.
President, Catholic Church Extension Society

CHARLES L. MAHONY
Attorney at Law

MAX PAM
Attorney at Law

FREDERICK H. RAWSON
President, Union Trust Company

SAMUEL C. SCOTTEN
Capitalist

Officers and Faculty

VERY REV. F. X. McCABE, C. M., LL. D.
President of the University

MOST REV. JAMES EDWARD QUIGLEY, D. D.
Chancellor

JOHN MAHONY, LL. B., C. P. A.
Dean

HENRY J. JACKSON, C. P. A.
Secretary

CHARLES L. MAHONY, LL. B.
Dean Day College of Law
Professor of Law

FRANCIS X. BUSCH, LL. D.
Dean Evening Law School
Professor of Law

JOHN MAHONY, LL. B., C. P. A.
Professor of Advanced Accounting

HENRY J. JACKSON, C. P. A.
Professor of Accounting

JAMES J. WILSON, A. B.
Professor of Accounting

ARNOLD L. McHUGH, B. S.
Professor of Accounting

MATHEW J. O'BRIEN, A. M., LL. B.
Professor of Law

C. MORTON DOTY, LL. M.
Professor of Law

DE PAUL UNIVERSITY

GENERAL INFORMATION

LOCATION.

De Paul University is admirably located for educational work in a great city. It is sufficiently distant from the business districts, factories, railroads, etc., to be away from much of the turmoil and dust. On the other hand, it is very convenient to many surface cars, such as the Halsted street, the Fullerton avenue, the Larrabee, the Sedgwick, etc.; also to the Northwestern Elevated cars—local (Webster Ave. station) and express (Fullerton Ave. station). These cars will bring a passenger from the loop district, three miles to the southeastward, in a little over twenty minutes. The residence streets of Webster and Belden avenues lead directly eastward into Lincoln Park.

BUILDINGS AND EQUIPMENT.

No expense has been spared on the magnificent fireproof main building. The science laboratories are well arranged and are so thoroughly equipped that advanced work may be done in chemistry, physics and biology. The class and lecture rooms are large and well lighted.

GENERAL STATEMENT.

The College of Commerce of De Paul University was organized on January 6th, 1913. It aims to provide a thoroughly scientific and practical course of instruction in commercial subjects for those intending to enter upon a commercial life.

The object of the department is to fit ambitious and energetic young men for positions and to help older men already engaged in business to equip themselves for more responsible and more lucrative positions.

Realizing that few of the colleges of today are offering such a course in bookkeeping as would qualify the young man or the young woman to undertake at once the duties of bookkeeper in an ordinary business enterprise, the University has prepared such a course as will meet today's requirements in this respect.

Young men and young women employed during the day, whether as bookkeepers, or in any other capacity, who desire to render themselves more proficient or to acquire a thorough knowledge of the fundamental principles and the applications of bookkeeping methods, may enter at any time and take up that study alone.

DE PAUL UNIVERSITY

For those bookkeepers who are desirous of attaining a higher position in their chosen profession or of preparing themselves for the examination of Certified Public Accountant, a thorough course in Accounting and Commercial Law has been prepared by well known Certified Public Accountants and Attorneys at Law.

For those wishing to take a full three-year course leading to the degree of Bachelor of Commercial Science, instruction and lectures will also be given in the following subjects: Business Ethics, Applied Economics, Real Estate, Banking, Insurance, Corporation Finance, Business Administration, Commercial English, Commercial German, Commercial French and Commercial Spanish.

DEGREES.

The charter of De Paul University, which bears the seal of the State of Illinois under date of December 24, 1907, gives the right "to provide, impart and furnish opportunities for all departments of higher education to persons of both sexes on equal terms." Hence, degrees may be conferred on women.

In the graduate schools are conferred the degrees, Doctor of Philosophy and Master of Arts, of Sciences and of Philosophy; in the colleges, the degrees of Bachelor of Arts, of Sciences and of Philosophy; in the law school, the degrees Doctor of Law and Bachelor of Law; in the college of education, the degrees of Bachelor of Arts, of Philosophy, of Sciences, of Education, and Bachelor of Commercial Science.

CREDITS.

The system of credits agrees substantially with the system prevailing in the leading secular institutions. Fifty-four hours of work constitute a major course.

EVENING CLASSES.

The evening sessions for instruction of beginners and others in bookkeeping, and for preparing students to undergo examinations for the degree of Certified Public Accountant, are now open and are held every Monday, Wednesday and Friday evening at the University Building, 1010 Webster avenue, from 7 to 9 p. m. These classes are open to Catholics and non-Catholics alike.

FEES.

Students taking the regular courses in Bookkeeping will be charged five dollars (\$5.00) per month and three dollars (\$3.00) for books; and those taking the course in Higher Accounting will be charged seven dollars (\$7.00) per month and three dollars (\$3.00) for books. These terms apply to the remainder of the present scholastic year only.

SCOPE OF INSTRUCTION.

Accounting—First Principles.—This course is for those who have had no previous knowledge or experience in bookkeeping. It commences with in-

struction in Single Entry Bookkeeping, giving a number of exercises which the student is required to work out by entering on the proper books of account.

The student is then introduced to the Double Entry system, the advantages of which are thoroughly explained. The fundamental principles of Double Entry are inculcated by rules and practice in a variety of exercises supplemented by lectures on the following:—Rules for Journalizing, description and use of the Cash Book, Journal and Ledger, division of accounts into Personal and Impersonal, Real and Nominal, division of merchandise account into Purchase and Sales, definition and use of Trial Balance and Balance Sheet.

Accounting—Advanced Bookkeeping.—In this course will be given exercises and lectures which will bring out and explain the method and treatment of the following: Partners' Accounts, Corporation Accounts, Expense Accounts divided into classes, Capital and Revenue, Expenditures defined, Consignment Accounts, Branch Store Accounts, Department Store Accounts, Profit and Loss Account, Analysis of the Balance Sheet, Inventories and their valuation, Depreciation and Reserves, Preparation of Financial Statements, etc.

Higher Accounting—Intermediate and Advanced.—This course is particularly for those students who wish to take the examination for the degree of Certified Public Accountant. Before entering upon this course, the student will be required to pass a written examination on the subject matter of the Advanced Bookkeeping course to satisfy the faculty that his qualifications fit him for the problems and instructions that follow.

Cost Accounts will be treated and lectures given by a Certified Public Accountant having thorough practical experience on that line of accounting. Depreciation and Reserves will be taken up and explained. The distinction between Capital and Revenue expenditures, Inventories in relation to the Revenue, Division of the Profit and Loss account, What constitutes a Profit, Goodwill and its treatment, will all be subjects for special lectures. The problems given, solved and explained in the Advanced Course are taken from examination papers of the University of New York and the University of Illinois to candidates for the degree of Certified Public Accountant.

Theory and Auditing.—Instruction will be given in the Theory of Accounts and in Auditing, followed by lectures and quizzes on these subjects.

BANKING.

Elementary and General.—A study of the elementary and more advanced courses. An investigation of the theory and practice of Banking, including the first principles leading the student up to the more difficult problems of the Banking system. The National Bank, organization, departments and officers, operations, loans, discounts and deposits, etc., are studied. State and Private Banks are carefully considered.

BUSINESS ADMINISTRATION.

General Administration.—The internal management of a large business house is studied. The various duties of the different departments, the ad-

DE PAUL UNIVERSITY

vantages of various methods, as regards economy and the preservation of good will, trade-marks, local interests, etc.

CORPORATION FINANCE.

General.—A study of the financial methods peculiar to the United States. The development of the financial methods of this government in contrast with the methods of foreign countries. The principles and forms of taxation. A study of the financial methods peculiar to the railroad and industrial corporations. Special instruction will also be given along the lines of the methods employed in the financing of trusts.

ECONOMICS.

Elementary.—An introduction to the study of economic questions. The course is designed to give the student an elementary knowledge of modern economic theories and practical problems.

General Economics.—In this course the student will study the general economic problems of the century. This course of problems will be studied in reference to character and probable developments. A general study of the principles which are involved in the production, distribution and consumption of wealth, and the relation of wealth to welfare.

Advanced Economics.—This course is for the more advanced students. It will be studied as an introduction to Philosophy. The leading doctrines will be traced through all their different phases of development.

ENGLISH.

Business English.—A certain amount of instruction is given by lectures, but the greater part of the time is devoted to the actual work of composition, especially in the various forms of business letters, reports and arguments. The main object of the course is to drill the student in the use of correct English and punctuation for all business purposes.

Business Advertising and Salesmanship.—A study of the methods, and the very best of methods used, for the purpose of bringing before the student the value of a good salesman. A course of lectures on the theory and principles of salesmanship, advertising, etc., will be given by experts in their respective lines. The theory and psychology of advertising will be considered. The best way to reach the individual and at the same time with the least expense, all the different ways of advertising are to be considered for the benefit of the students who are taking such courses and desiring to make it their profession.

INSURANCE.

General Insurance.—A study of Insurance in general will be made. Life Insurance, with its historical and financial development will be treated in the course. Special stress will be placed upon Life Insurance "Old Line" assessment, Fraternal and Industrial. In the study of Fire Insurance the course will deal with the subject of fire prevention. An advanced course also may be arranged for the benefit of those who have a thorough knowledge of Life and Fire insurance. In this course an opportunity is given for

special investigation in those branches of insurance which members of the class may wish to choose as a profession. The work will consist mainly of reports and assigned readings.

LANGUAGES.

Business German, French or Spanish.—The same method will be employed in all the languages studied from the viewpoint of a commercial subject.

LAW.

General Statement.—Brief courses will be given in those legal subjects important to the commercial student, especially contracts, agency and partnership.

Contracts.—General rules of contractual relations; essentials of a contract; parties to a contract; kinds of consideration; necessity of consideration; illegal and void contracts; fraudulent and voidable contracts; oral and written contracts; statute of frauds; termination of contracts; performance of contracts; breach of contract and damages.

Agency.—Dependence on contract; who may be agents; appointments of agents; by estoppel; by ratification; rights and duties of principals; rights and duties of agents; rights and duties of those dealing with agents; termination of contract of agency; by principal; by agent.

Partnership.—Contract of partnership; necessity of contract; sharing of profits and losses; kinds of partnership; rights of partners *inter se*; rights of creditors—against firm, against individual partners; classes of partners; accounting; termination of partnerships; division of assets.

Bailments and Carriers.—Classifications of bailments; deposit; mandate; loan; pledge; hire for personal use; keeping or storage; hiring for labor or service; inn-keepers; common carriers of persons and of property; the carrier as bailee; responsibility as affected by special contract; state and federal regulation; termination of relation; general rights and duties, connecting carriers, rights and duties of passengers, transportation of baggage; interstate commerce.

Those desiring more extended and professional courses in legal subjects can obtain them through the regular College of Law of the University.

PHILOSOPHY.

Ethics.—In this course the same matter will be treated as in the College of Liberal Arts. The duties and rights of man as a rational, responsible agent are carefully considered and discussed. An inquiry is then made into what acts are morally good, what usually bad; what constitutes the morality of human acts, what are the principles and criteria of morality.

REAL ESTATE.

General.—A course dealing with the legal and business problems of the Sale, Purchase and Management of real property. After completing a study of the law and practice relating to titles, mortgages and rents, the remainder of the course is devoted to the particular classes of real estate.



UNIVERSITY OF ILLINOIS-URBANA



3 0112 110178669

